

Crabby's favorite tips for every Office program



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Crabby Office Lady

You folks are always asking for tips for this or for that. So here they are, ones that I love like I love my own children (on the days when they still listen to me, that is).

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This week I'm going to divulge my favorite three tips for each of the 10 Office programs that I use the most. Why? Because you keep imploring me for them, and I can't keep these gems to myself any longer.

NOTE These tips pertain to Microsoft Office 2003. While this doesn't mean that they won't work for Office XP, Office 2000, or Office 97 users, the procedures I'll be laying out for you are ones I tested on my Office 2003 programs. (Harp, harp, harp. Upgrade, will you?)

Now, so as not to incur any inter-application jealousy or wrath, we're going to take this in alphabetical order.

Access

People who love Access just love it. People who don't love it, just don't understand it. There's no time like the present to get to know your friendly database program....

1. To create a shortcut, drag a database object in an Access project or Access database to the desktop.
2. To stop a macro while it's running and then single step through it, press CTRL+BREAK. (I know, I know; I just saved your life, not to mention your database. Be careful with those macros!)
3. When archiving, if you just can't bear to delete old records, flag them instead with a Yes/No field. Then, use the value in that field to determine whether to show records with a Yes value in your queries, forms, reports, and so on.

[More tips for working with data in Access.](#)

[More tips for working with forms, reports, and controls in Access.](#)

[More tips for working with Access projects.](#)

[More miscellaneous tips for Access.](#)

Excel

Excel is one of the most versatile programs we make. Lists, PivotTables, and data analysis. You name it, Excel can do it.

1. When you want to copy content from a Word document, a Web page, or whatever into Excel, and you want that content to have the same formatting as what's already in your Excel spreadsheet, double-click the cell before you paste the content in.

NOTE I showed this little gem of a tip to a particularly excitable Frenchman around here, and he nearly hit his head on the ceiling he was so ecstatic....

2. To select a large range of data, click the cell at one corner of the range, scroll to the opposite corner, and then hold down SHIFT while you click the cell at that corner.

3. To change rows into columns (and vice versa, for that matter): Select the row or column you want to change, press **Ctrl+C** to copy it (or **Ctrl+X** to cut it), and then put your cursor in the top cell where you want to transpose the content. On the **Edit** menu click **Paste Special** and then click **Transpose**. Magic!

[More tips for working with data in Excel.](#)

[More tips for charts and graphics in Excel.](#)

FrontPage

This hard-working program has come a long way since its inception. Now it's even easier to use enhanced design tools to generate better code. Great layout and graphics tools make it a snap to design exactly the site you want.

1. Tired of going back and forth between Design view and Code view? Want to work with your design and your code at the same time? It's Split view time, baby. As you work with the design in Split view, you see the tags updated in the code. If you prefer to edit the code in Split view, one click shows your changes in the design. Save time, save your fingers from all that back and forth motion. Oy.
2. To switch among open Web pages in a site, press CTRL+TAB. (keyboard shortcuts! Keyboard shortcuts!)
3. To avoid breaking the hyperlinks when you move a Web site from one computer to another, use the Web Packages feature. When deploying a Web Package, FrontPage automatically fixes all the hyperlinks that point to the new computer.

[More tips for FrontPage..](#)

OneNote

As you know, I have a soft spot in my heart for OneNote. I frankly don't know how I got along without it. I'm its personal evangelizer (and I don't even have my own TV show or ministry).

1. To quickly create a numbered list, type **1.** followed by a space, type the list item, and then press ENTER. The next line of text will automatically begin with the number 2.
2. To create a hyperlink to an e-mail address, type **mailto:**, and then type the e-mail address (for example, **mailto:crabby@microsoft.com**).
3. If you accidentally delete some pages in your notebook, you can still recover them. To recover a page, on the **View** menu, click **Deleted Pages Folder**, right-click the tab of the page that you want to restore, and then click **Restore** on the shortcut menu.

[More tips for OneNote.](#)

Outlook

Sure, there are some things I can go without: Coffee in the morning, wine with dinner, your snarling e-mail messages tossed my way without a thought for my feelings. But Outlook? No. I cannot — no, will not — go one day without it (and, to be honest, I'd like to take back that coffee thing, too).

1. Create a task from a file containing details about the task with minimal effort on your part: Drag the file to the **Tasks** button in the **Navigation Pane**. A new task opens with the file attached. Fill in the rest of the information about the task, and then click **Save and Close**.
2. Use the **Bcc** line (instead of the **To** or the **Cc** line) when you want to send out mail to lots of people but don't necessarily want to advertise everyone's e-mail address to everyone else. See, the people whose names are in this box get a copy of your message, but their names and addresses aren't visible to the other recipients of the message. It's quick, it's easy, and it's the right thing to do.
3. To find related messages, right-click the message, and then on the shortcut menu, point to **Find All** and then click **Related Messages**. The **Advanced Find** dialog box appears with a list of related messages.

[More tips for Outlook.](#)

PowerPoint

I have a cartoon on my bulletin board from *The New Yorker* magazine: One demon is interviewing another demon for a job, and the interviewer says, "I need someone well versed in the art of torture — do you know PowerPoint?" Go ahead; laugh all you want. But the butt of this joke is the premier presentation software, and it's having the last laugh.

1. When you're running an automatic slide show, to stop or restart it, press S or PLUS SIGN.
2. To increase the default size for sounds you can embed (and therefore not have to link to), on the **Tools** menu, click **Tools**, and then, on the **General** tab, increase the **Link sounds with file size greater than ___ Kb** setting to a size just larger than your largest sound file, up to 50,000 KB (50 MB). Click **OK**. This one has come in might handy more times than I can remember.
3. Go to the first or next hyperlink on a slide by pressing TAB.

[More tips for PowerPoint.](#)

Project

Named appropriately, this handy tool will take you from start to finish. Align your people and your objectives, come up with project plans, and watch the magic happen as the tasks become complete.

1. To quickly find out how complete a task is, click the **25%**, **50%**, **75%**, or **100%** button on the **Tracking** toolbar.
2. To quickly link tasks, select the two tasks and press CTRL+F2. To unlink tasks, select them and press CTRL+SHIFT+F2.
3. To quickly view details about tasks or resources, double-click the item you want to change.

[More tips for Project.](#)

Publisher

I absolutely love Publisher. I used it to design my daughter's birth announcement, to create a flyer when I was selling my home, and even used it to mock up a quick Web site.

1. To select multiple objects one at a time, hold down SHIFT as you click each object.
2. Get carried away with crazy formatting? To restore selected text to its original formatting, press CTRL+SPACEBAR.
3. To see a publication as it will print, click the Print Preview button. Press ESC to return to draft view. (Applies to Publisher 2003 and Publisher 2002 only.)

[More tips for Publisher.](#)

Visio

Design a home. Assemble diagrams. Create an organization chart. Visio is the artsy-fartsy kid in the family with the really high IQ.

1. If you want to select multiple shapes, use the **Lasso Select** tool to drag a selection net around the shapes you want. (To find that tool, click the arrow next to the **Pointer** tool on the **Standard** toolbar. (It's usually hanging around with the barrel racing and chute doggin' team....))
2. Zoom in on a specific point in your drawing by clicking while pressing CTRL+SHIFT.
3. To see what's in files before you open them, in Windows Explorer click the **Views** button and then click **Thumbnails**.

[More tips for Visio.](#)

Word

Basic. Standard. Useful. Old Faithful. Just a few terms I use to talk about Word, my right-hand guy.

1. To view a document's organization and jump to different sections, on the **View** menu, click **Document Map**.
2. To insert a page break, press CTRL+ENTER.

3. To create a line, press and hold the hyphen key to make at least three hyphens, and then press ENTER. To create a thicker line, hold the SHIFT key down at the same time, making at least three underlines before pressing ENTER. (Who knew?)

[More tips for Word.](#)

Tip of the week winner

Speaking of Word tips, D.U. from Australia wrote me a while back about the under-used (and apparently under-documented **Work** menu in **Word**. He writes:

"Imagine yourself creating numerous Word documents each day. There are several you know you will want to return to, but by that time they have filtered through your 'recent' documents and are now in some default location. Typically you go looking for them. The Work menu in Word can save a lot of time."

D.U. is utterly correct, and here is his tip:

1. On the **Tools** menu, click **Customize** and then click the **Commands** tab.
2. Under **Categories**, click **Built-in menus**, and then from under **Commands**, drag the **Work** menu to your toolbar.
 - To add a file to the **Work** menu, open the file, click the **Work** menu, and then click **Add to Work Menu**.
 - To access a file you've already added, click the **Work** menu and then click the file name.
 - To delete a file from that menu, press Ctrl+Alt+-, and when your mouse cursor turns into a minus sign, click the **Work** menu and then click the file you want to delete.

I sent D.U. a Crabby Office Lady mug since his tip arrived in my Inbox virtually drowning in its fabulousness. You, too, can be the owner of some fine Crabby merchandise. All you have to do is be selected as the Tip of the Week winner. You can't win if you don't enter, folks.

"The best ideas are common property." — Seneca

About the author

[Annik Stahl](#), the Crabby Office Lady columnist, takes all of your complaints, compliments, and knee-jerk reactions to heart. Therefore, she graciously asks that you let her know whether this column was useful to you — or not — by entering your feedback using the **Did this article help you?** feedback tool below. And remember: If you don't vote, you can't complain.

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